



A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
Human Resources
1195 Third Street, Suite 110
Napa, CA 94559
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Emergency Medical Services Specialist

An Equal Opportunity Employer

SALARY

\$37.59 - \$45.21 Hourly \$3,007.20 - \$3,616.80 Biweekly \$6,515.60 - \$7,836.40
Monthly \$78,187.20 - \$94,036.80 Annually

OPENING DATE: 04/23/15

CLOSING DATE: 05/21/15

JOB TYPE: Full Time

DEPARTMENT: Health & Human Services Agency

LOCATION: Health & Human Services Agency - 2344 Old Sonoma Road, Napa

THE NAPA VALLEY

Please read this job bulletin in its entirety.

The Napa Valley - Internationally known for its fine wines exciting restaurants and world-class resorts, is home to 130,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our

employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,300 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: integrity, accountability, and service.

THE POSITION

Scheduled salary increase of 2.75% effective June 20, 2015.

The Emergency Medical Services (EMS) Specialist provides important clinical and operational oversight within the EMS system. The EMS Specialist specifically works to meet State and local requirements for quality improvement and data activities.

The Recruitment Process:

1. Applications will be screened for one of the required licenses (as outlined in the job bulletin) as they are received.
2. Those who possess one of the required licenses will have their answers to supplemental questions scored by Subject Matter Experts.
3. The most qualified group from the scoring of supplemental questions will be invited to an Oral Panel Interview. Oral Panel Interviews are tentatively scheduled for the week of June 15, 2015.
4. The most qualified group from the Oral Panel Interviews will be placed on the eligibility list and referred to the hiring manager for consideration.

Human Resources reserves the right to add/change/delete any step in the recruitment process, at any time.

EXAMPLE OF DUTIES

Perform and assist in the planning and coordinating of the Emergency Medical Services (EMS) system; serve as an information source for Basic Life Support/Advanced Life Support operations, policies, and procedures; participate in the revision and development of policies and procedures to ensure and improve prehospital patient care and system operations, and prehospital care training and operations; maintain and update the EMS policy manual; review, inspect, monitor, and evaluate Napa County EMS provider operations and procedures; ensure that services are provided in compliance with established policies and procedures and state and local laws; act as a liaison with base hospitals, trauma centers, field care providers, and others for the purpose of assisting with problems and concerns; disseminate and explain information related to prehospital care standards; attend appropriate EMS related committee meetings; staff committees as assigned; assist in the coordination of the EMS program with other counties and agencies to promote a uniform quality EMS system; attend pertinent local, regional and state meetings and conferences as directed; make presentations; serve as a County representative on a variety of committees and regional emergency medical services meetings; maintain accurate records and files; prepare a variety of statistical and narrative reports.

TYPICAL QUALIFICATIONS

Knowledge of:

Concepts, practices and terminology common to the operation of an emergency medical services system, including the management of medical emergencies and the assessment of patient needs and care.

EMS systems, regulations, and practices.

Regulations and practices relating to disaster and medical disaster planning.

Interface between ambulance providers, law enforcement, and the fire service.

Techniques of research, analysis and report preparation.

Methods of record keeping and standard report preparation, including basic statistical techniques.

Ambulance system status management and performance based ambulance systems.

Microcomputer applications including word processing and database programs.

Skill to:

Develop and maintain constructive working relationships with prehospital care providers, groups and organizations.

Understand, and apply the provisions of service provider contracts.

Understand, and apply applicable state/local laws, regulations, and ordinances.

Assist in researching, developing and modifying long and short range goals and objectives.

Evaluate and coordinate disaster medical needs.

Setting priorities, coordinating multiple program activities and meeting critical deadlines.

Prepare clear, concise correspondence and reports.

Analyze situations using good judgment and take effective action.

Ability to:

Communicate effectively both verbally and in writing.

Establish and maintain cooperative working relationships with the public, staff, other agencies and departments.

Stand or sit for prolonged periods of time.

Stoop, bend, kneel, crouch, reach, and twist.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Two years of experience in a medical services setting in or related to pre-hospital care.

Education:

Equivalent to college or technical training sufficient to obtain the possession of a California licensure as a Registered Nurse or a Paramedic.

Required License or Certificate:

Possession of any of the following valid licenses: Registered Nurse license issued by the California Board of Registered Nursing; a current National Registry of Emergency Medical Technicians-Paramedic license or a California Paramedic license. An incumbent possessing a current National Registry of Emergency Medical Technicians-Paramedic license must obtain a California Paramedic license within one year after initial appointment and before permanent status may be granted.

Possession of a valid California Driver's License.

ADA ACCOMMODATIONS

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities Act (ADA) should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,
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EXAM #00964
EMERGENCY MEDICAL SERVICES SPECIALIST
FN

Emergency Medical Services Specialist Supplemental Questionnaire

- * 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated.

Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions. Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.

☐ Yes ☐ No

- * 2. If it is determined that you meet the minimum qualifications for this recruitment, you will be sent a Conviction Information Questionnaire via email. You will have five (5) business days to complete this questionnaire. If you do not complete the questionnaire, you may be disqualified from the recruitment and may not move forward in the recruitment process. Do you understand this?

☐ Yes ☐ No

- * 3. This position requires that you possess one of the following current licenses. Please check with license you possess. An incumbent possessing a current National Registry of Emergency Medical Technicians-Paramedic license must obtain a California Paramedic license within one year after initial appointment and before permanent status may be granted.

☐ Registered Nurse license issued by the California Board of Registered Nursing

☐ Current National Registry of Emergency Medical Technicians-Paramedic license * An incumbent possessing a current National Registry of Emergency Medical Technicians-Paramedic license must obtain a California Paramedic license within one year after initial appointment and before permanent status may be granted

☐ Current California Paramedic license

- * 4. Please describe in detail any EMS program experience that you have? Have you assisted in the developed and/or analyzed an EMS program involving ambulance, law and fire providers? If yes, please explain.
- * 5. Describe any experience you have assisting with EMS policy development based on state/local laws, regulations, and ordinances. Specifically, what was your role in the development of the new policy and who did you work with to develop the policy?
- * 6. What experience do you have with quality improvement? Please give an example of how you have used the continuous quality improvement process to improve performance?
- * 7. What experience do you have in the use of technology, emergency communications and data systems?

- * Required Question

